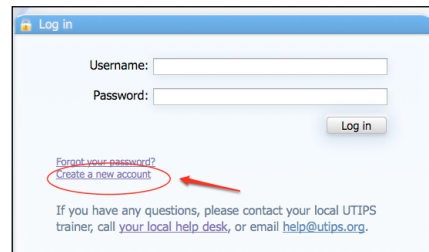


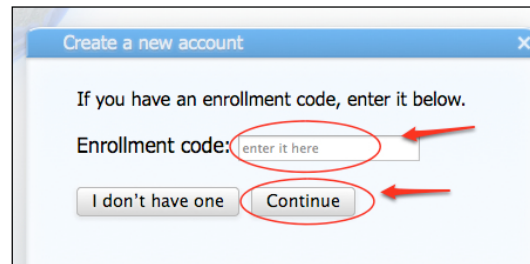
## CREATE TEACHER ACCOUNT

On the main UTIPS login page, select the link for **Create a new Account**



The screenshot shows the UTIPS login page. It has a 'Log in' header, a 'Username:' field, a 'Password:' field, and a 'Log in' button. Below the password field, there are two links: 'Forgot your password?' and 'Create a new account'. The 'Create a new account' link is circled in red with an arrow pointing to it. At the bottom, there is a note: 'If you have any questions, please contact your local UTIPS trainer, call your local help desk, or email help@utips.org.'

Enter the enrollment code provided to you.  
Select **Continue**



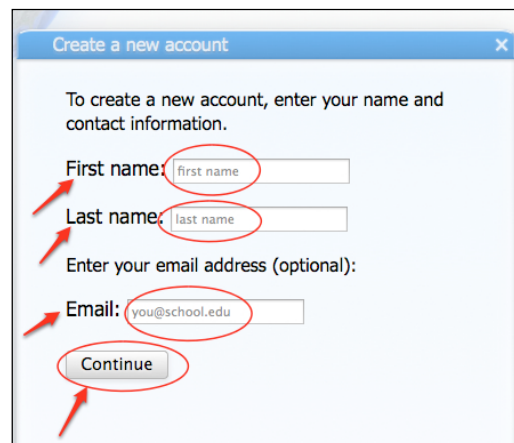
The screenshot shows the 'Create a new account' window. It says 'If you have an enrollment code, enter it below.' There is an 'Enrollment code:' label followed by a text input field containing 'enter it here'. The input field is circled in red with an arrow pointing to it. Below the input field are two buttons: 'I don't have one' and 'Continue'. The 'Continue' button is circled in red with an arrow pointing to it.

Enter your name and e-mail address.

### Enter email address

If you forget your password, a new password can be emailed to this email account.

Select **Continue**



The screenshot shows the 'Create a new account' window. It says 'To create a new account, enter your name and contact information.' There are three input fields: 'First name:' with 'first name' inside, 'Last name:' with 'last name' inside, and 'Email:' with 'you@school.edu' inside. Each input field is circled in red with an arrow pointing to it. Below the email field is a 'Continue' button, which is also circled in red with an arrow pointing to it.

Your new account will open.  
The **Navigation** pane on the left is divided into two sections:

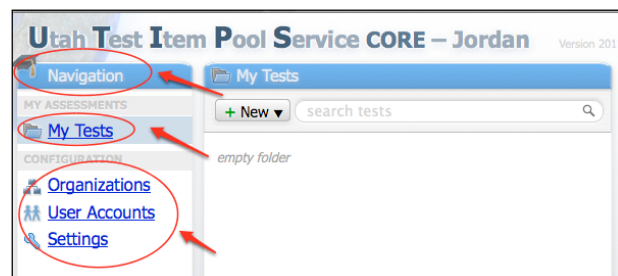
### MY ASSESSMENTS

- My Tests

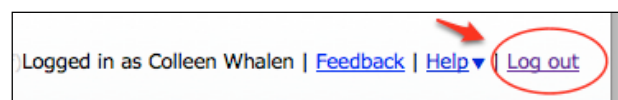
### CONFIGURATION

- Organizations
- User Accounts
- Settings

When you finish a session, select **Log out** in the upper right hand corner.



The screenshot shows the 'Utah Test Item Pool Service CORE - Jordan' interface. On the left is a 'Navigation' pane with two sections: 'MY ASSESSMENTS' and 'CONFIGURATION'. Under 'MY ASSESSMENTS' is a link for 'My Tests'. Under 'CONFIGURATION' are links for 'Organizations', 'User Accounts', and 'Settings'. The 'Navigation' pane title, 'My Tests' link, and 'User Accounts' link are circled in red with arrows pointing to them. The main area shows 'My Tests' with a '+ New' button and a search bar. Below that is an 'empty folder' message.



The screenshot shows the bottom of the page. It says 'Logged in as Colleen Whalen | Feedback | Help | Log out'. The 'Log out' link is circled in red with an arrow pointing to it.